



SC-PAY GRADE 14

SR. DATABASE ADMINISTRATOR

DUTIES AND FEATURES OF THE CLASS:

Manages and provides support for all aspects of Sussex County's database-environment, including the current ERP System, technology infrastructure and application systems (creation, tuning and deploying). Assists in setting the overall strategic direction for the department by participating in planning sessions and evaluating and making recommendations regarding databases, development techniques/tools, and industry-accepted standards and procedures. Provides work direction and guidance for other employees working in the database environment. Assists with improvements to the database-environment and departmental practices and procedures. Coordinates resolution of all major database-related problems (including technology and systems).

EXAMPLES OF WORK:

Responsible for leading the design, including technology, network and platform to be used, for the ERP database-environment (covers both hardware and software); oversees and leads the ongoing support of existing and new database technologies, including training of the IT team, and analysis/resolution of problems related to the database-environment, systems and infrastructure; manages all database projects to include developing project plans, establishing project schedules, identifying resources required, delegating tasks to assigned resources, scheduling, monitoring, and tracking activities against the planned schedule, and communicating appropriate project information to various parties; trains and educates the IT team on new and established tools and techniques; leads the design and implementation of practices, standards and procedures to facilitate better system and database management, striving for better control, higher quality and reduced business risks; oversees and leads the evaluation, selection, set up (including standards for use) and support of database related tools, techniques, methods and technologies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Exceptional communication skills, solid customer service skills, and strong quality orientation; good understanding of general business practices; ability to focus on the overall problem/issue before getting into detail solutions; creative problem solving skills; effective project scheduling skills are desired including the ability to run multiple concurrent projects; ability to research, design and install new hardware and software to support ERP system; ability to plan, deploy, configure, administer, maintain and troubleshoot the County's ERP and SQL database environment; ability to work on multiple tasks within the Information Technology Department.

QUALIFICATIONS:

Minimum of a Bachelor's degree in Information Technology or related field. At least eight (8) years of progressive experience in Information Technology. Minimum of four (4) years progressive experience with systems and networks in a multi-platform, networked environment, a variety of operating systems, including PC and AS400, database technology, preferably SQL, systems development life cycle, object-oriented environment, PC and mid-range software applications, including in-house systems development; experience with progressive systems development tools, approaches and deployments; experience with Microsoft Project is preferred.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Possession of a valid driver's license
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Must be willing to travel and work nights and weekends occasionally